

NEW JERSEY RMP DATA ENTRY USER MANUAL

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CONTENTS

1.0	INTRODUCTION	1
2.0	PURPOSE	2
3.0	SYSTEM REQUIREMENTS	2
3.1	Hardware	2
3.2	Storage Requirements	3
3.3	Operating Systems	3
4.0	INSTALLATION	3
4.1	Standard New Jersey RMP Data Entry Application Installation	3
4.1.1	MS Windows 3.1/3.11	3
4.1.2	MS Windows 95	4
4.2	Advanced New Jersey RMP Data Entry Application Installation	4
4.3	Troubleshooting Installation Problems	4
4.3.1	Permissions	5
4.3.2	Virus Checking Programs	5
5.0	GETTING STARTED	5
5.1	MS Windows 3.1/3.11	5
5.2	MS Windows 95	6
6.0	NEW JERSEY RMP DATA ENTRY APPLICATION OBJECTS	7
6.1	Form	7
6.2	Status Bar	7
6.3	Menu Bar	8
6.3.1	RMP List Form Menu Bar	8
6.3.2	RMP Form Menu Bar	9
6.3.3	Reports Menu Bar	9
7.0	FORMS	10
7.1	RMP List Form	10
7.1.1	RMP List Form Menu Bar	11
7.1.2	RMP List Form Footer Section	11
7.2	RMP Form	13
7.2.1	RMP Form Menu Bar	13
7.2.2	RMP Form Header Section	15
7.2.3	RMP Form Detail Section	15

7.3	Inventory Form	15
7.3.1	Inventory Code.....	17
7.3.2	Use Code.....	17
7.4	RMP Developers Form.....	17
7.5	Insurance Carriers Form.....	19
8.0	UPDATE FUNCTION.....	20
8.1	Background	20
8.2	Automatic Update Function of All New Jersey RMPs.....	20
8.3	Manual Update of An Individual New Jersey RMP	22

APPENDIX A Interface Control Document (ICD) for Additional New Jersey RMP Data
Elements

EXHIBITS

Exhibit 5-1.	MS Windows 3.1/3.11 Program Group for NJ RMP Data Entry.....	6
Exhibit 5-2.	Typical NJ RMP Data Entry Taskbar Setup	6
Exhibit 6-2.	RMP Form Menu Bar	9
Exhibit 6-3.	Reports Menu Bar	9
Exhibit 7-1.	RMP List Form.....	10
Exhibit 7-2.	RMP Form.....	13
Exhibit 7-3.	Edit Menu.....	14
Exhibit 7-4.	Menu Bar, Undo Current Record	14
Exhibit 7-5.	Inventory Form.....	16
Exhibit 7-6.	RMP Developers Form	18
Exhibit 7-7.	Insurance Carriers Form.....	19

1.0 INTRODUCTION

Section 112(r) of the Clean Air Act requires the Environmental Protection Agency (EPA) to publish regulations to prevent accidental releases of chemicals and to reduce the severity of those releases that do occur. On June 20, 1996, EPA published this regulation (known as the Risk Management Program Rule) that sets forth chemical release risk management program requirements for industry, state, and local government facilities.

EPA estimates that approximately 64,000 facilities are subject to the Risk Management Program Rule. Facilities subject to the Risk Management Program Rule will be required to implement a Risk Management Program and to submit a plan every 5 years, or sooner if certain changes have occurred, to a central location specified by EPA. This plan is called the Risk Management Plan (RMP).

The Risk Management Program Rule states that RMPs must be submitted to EPA prior to June 21, 1999, and then made available to the public. To facilitate RMP submission, maintenance, and distribution of the information to the public, EPA is developing a submission, maintenance, and access system called the Systems for Risk Management Plans (SRMP).

Information gleaned from these RMPs will be useful to: 1) state and local government entities responsible for chemical emergency preparedness and prevention; 2) environmental and community organizations and the public in understanding the chemical risks in their communities; and 3) industry and the public for stimulating a dialogue concerning improvement of accident prevention and emergency response practices. The SRMP will also be used to evaluate the state of chemical emergency prevention in the United States.

EPA developed and distributed a program as part of SRMP called RMP*Submit. RMP*Submit facilitates the task of submitting RMP data. RMP*Submit contains on-line help and easy to use data entry forms for collecting RMP data. Data entry forms contain context-sensitive help for each data field on the form, as well as validation rules that are enforced by the program as data is entered into each field. A function to check the validity of all entered data at any time is also available. A submit function also validates all entered data before it is written to a text file for submission to the EPA. New Jersey facilities have certain reporting requirements that differ from the Federal Government. These reporting differences may result in a facility having to prepare one plan for EPA and a separate plan for New Jersey. RMP*Submit provides the capability to copy the EPA prepared plan to a new RMP that may be edited for submission to New Jersey.

New Jersey facilities also have additional RMP reporting requirements to submit data that are not collected by RMP*Submit. The New Jersey RMP Data Entry Application described in this user manual was developed by the Chemical Emergency Preparedness and Prevention Office (CEPPO) to be used in conjunction with RMP*Submit. The New Jersey RMP Data Entry Application

allows facilities to extract Process and Process Chemical data from the RMP created for submission to New Jersey using RMP*Submit. This data will be used to generate the records for entering additional Inventory data that must be reported by facilities in New Jersey. In addition to Inventory data, the New Jersey RMP Data Entry Application contains data entry forms for entering additional facility information, as well as forms for collecting RMP Developers and Insurance Carriers data.

2.0 PURPOSE

This document will guide users through the various forms provided to submit additional New Jersey RMP data elements. It describes how to initialize the New Jersey RMP Data Entry Application using data from RMP*Submit, how to enter additional data, how to check that the entered data is valid, and how to prepare the data for submission by writing the data to a file. On-line help is provided for guidance about how to report additional New Jersey data, but this help is not intended to replace policy and data preparation requirements distributed by the New Jersey Department of Environmental Protection.

This document assumes that users are familiar with common Windows operations, such as selecting text and opening files using a common dialog box.

3.0 SYSTEM REQUIREMENTS

This paragraph describes the minimum computer system requirements for the New Jersey RMP Data Entry Application. The New Jersey RMP Data Entry Application was written using Microsoft (MS) Access 2.0 (an MS Windows 3.1/3.11 product), and these requirements are taken from Microsoft guidance for applications written using this product.

3.1 Hardware

The minimum hardware requirement for this New Jersey RMP Data Entry Application is a 486 DX2 (66 Mhz) processor and 16 MB of RAM. A slower processor or less memory will impact performance. Less memory may impact the New Jersey RMP Data Entry Application more than using a 386, or a 33 Mhz 486 processor.

3.2 Storage Requirements

Approximately 4 MB of hard disk storage should be available for the installation of the New Jersey RMP Data Entry Application. The amount of additional required storage depends on the amount of New Jersey RMP data being entered. One or two megabytes of additional storage should suffice for most users.

3.3 Operating Systems

The New Jersey RMP Data Entry Application was designed to enable its use by facilities that are limited to systems that run under the MS Windows 3.1 or MS Windows 3.11 (MS Windows for Workgroups 3.11) operating systems. The New Jersey RMP Data Entry Application may also be installed on computers that run under standard configurations of MS Windows 95. Note: performance of this New Jersey RMP Data Entry Application will be seriously degraded on systems that run MS Windows for Workgroups 3.11 on less than a 75 Mhz Pentium processor.

4.0 INSTALLATION

This section describes how to install the New Jersey RMP Data Entry Application on Windows 3.1 and Windows 95 systems. It also discusses issues that may arise during installation.

4.1 Standard New Jersey RMP Data Entry Application Installation

The New Jersey RMP Data Entry Application is distributed on three 3.5-inch diskettes. The installation program (setup.exe) is located on Disk One.

4.1.1 MS Windows 3.1/3.11

The installation program may be run from either the Program Manager or the File Manager using the Run command under the file menu. Select **F**ile | **R**un using the mouse or accelerator keys¹. Type **a:\setup.exe** in the command line and then press <**E**nter> or click on the OK button.

An alternate method using the File Manager is preferred by many users. From the File Manager window, select the floppy drive and double click on the **setup.exe** file.

The setup program will guide users through the installation process. Users may change the name of the New Jersey RMP Data Entry Applications' Program Group or the destination directory for the New Jersey RMP Data Entry Application and its supporting files. It is recommended that

¹ Press the <**Alt+F**> keys followed by pressing the R key to open the Run window.

users accept the default settings unless they are comfortable with customizing their hard drive setups. Changing the default settings may result in the need to change properties of some of the icons installed in the Program Group. Changing icon settings is not covered in the user manual. One alternative installation is covered in Section 4.2.

4.1.2 MS Windows 95

From the Windows Explorer window, select the floppy drive and double-click on the **setup.exe** file. The setup program will guide users through the installation process. Users may change the name and location of the New Jersey RMP Data Entry Application's Startup folder for the New Jersey RMP Data Entry Application and its supporting files. It is recommended that users accept the default settings unless they are comfortable with customizing their hard drive setups using the advanced Taskbar settings tools for MS Windows 95. Changing the default settings may result in the need to change properties of some of the icons installed in the New Jersey RMP Data Entry Application's Startup folder. Changing startup settings is not covered in the user manual. One alternative installation is covered in Section 4.2.

4.2 Advanced New Jersey RMP Data Entry Application Installation

Installing the New Jersey RMP Data Entry Application in the same directory as RMP*Submit provides some benefits but is not necessary. If the New Jersey RMP Data Entry Application is installed in the same directory, only the minimum required files will be installed. This will speed the installation process and use less hard drive space. Also, since both applications will be located in the same directory, locating the RMP*Submit generated RMPs in srmpdata.mdb will require less navigation. This installation approach should work fine for the first installation. However the properties of the compact/repair utility may need to be inspected and changed if necessary. Also, installations of future revisions to this New Jersey RMP Data Entry Application may not copy all updated files to the destination folder, and this too must be checked by looking at file dates or using alternate techniques for extracting and relocating the files from the installation diskettes.

4.3 Troubleshooting Installation Problems

Two common problems that may be encountered when installing the program are user permissions and virus-checking programs.

4.3.1 Permissions

The installation program will attempt to write the MS Access System Workgroup file system.mda to the Windows System directory. If users do not have permission to use this directory, a message will be briefly displayed near the end of the installation process indicating that all files were not copied and/or the installation was not successful. If users encounter similar message(s) or the New Jersey RMP Data Entry Application does not start properly, contact the Local Area network (LAN) administrator for the facility. The LAN administrator will have the proper permissions to install the New Jersey RMP Data Entry Application.

4.3.2 Virus Checking Programs

If users encounter a message stating that the installation was terminated due to insufficient memory, the culprit may be a virus-checking program that is running in the background. If this is the case, close the virus program and re-install the New Jersey RMP Data Entry Application. The virus program may be restarted after the New Jersey RMP Data Entry Application has been successfully installed and should provide no future problems. The source of the insufficient memory message is a known problem on some (but not all) personal computers that contain a virus checking program.

5.0 GETTING STARTED

This section describes starting the New Jersey RMP Data Entry Application using MS Windows 3.1/3.11 and MS Windows 95. Starting the New Jersey RMP Data Entry Application will open the RMP form described in Section 7.

5.1 MS Windows 3.1/3.11

MS Windows 3.1/3.11 applications are represented by icons in a Program Group window. To start the New Jersey RMP Data Entry Application, double-click on the NJ RMP icon as shown in Exhibit 5-1.

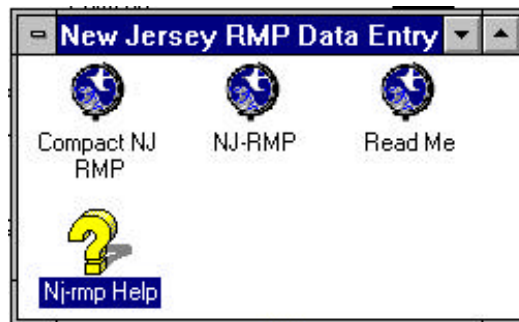
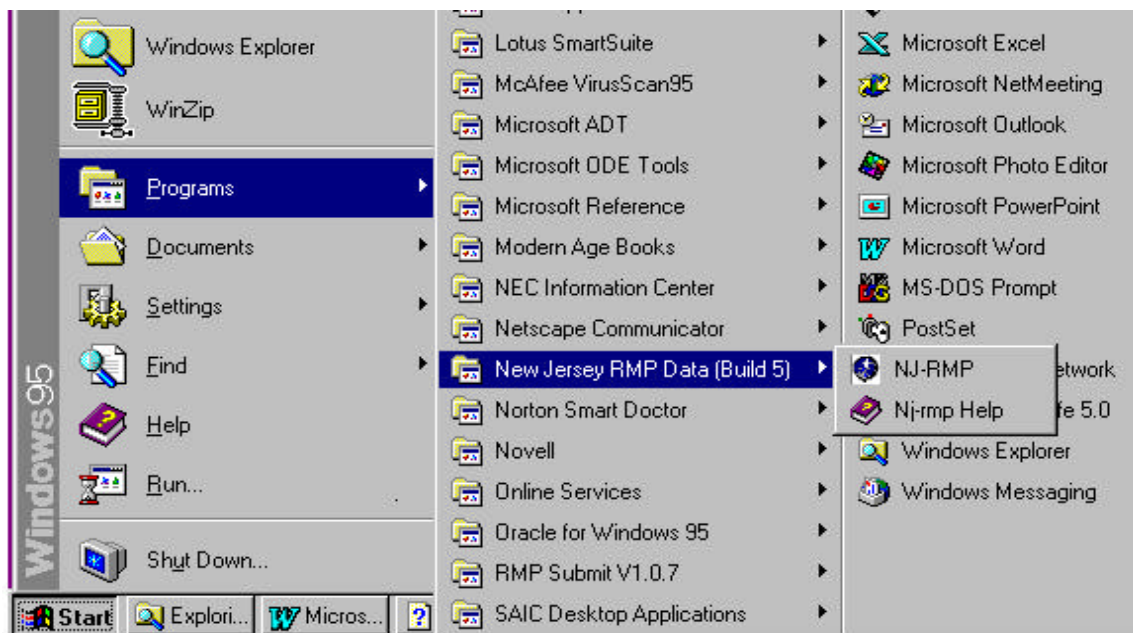


Exhibit 5-1. MS Windows 3.1/3.11 Program Group for NJ RMP Data Entry

5.2 MS Windows 95

To start the New Jersey RMP Data Entry Application from the MS Windows 95 Taskbar, click on the Start button and locate the line titled, “New Jersey RMP Data Entry.”² Click on this line to reveal a cascading menu and click the item titled “NJ RMP,” as shown in Exhibit 5-2.



² Or some variant as shown in Exhibit 5-2.

Exhibit 5-2. Typical NJ RMP Data Entry Taskbar Setup

6.0 NEW JERSEY RMP DATA ENTRY APPLICATION OBJECTS

The New Jersey RMP Data Entry Application runs within a window that consists of Form, Status Bar, and Menu Bar objects. This section provides an overview of the applications' objects.

6.1 Form

The New Jersey RMP Data Entry Application provides users the capability to enter additional New Jersey RMP data through four forms. The New Jersey RMP Data Entry Applications' four data entry forms are:

- RMP Form.
- Inventory Form.
- RMP Developers Form.
- Insurance Carriers Form.

A form may contain from one to three sections: header, detail, and footer. All New Jersey RMP Data Entry Applications contain a detail section. The use of headers and footers vary with the design of the form. The RMP form illustrated in Exhibit 7-2 contains all three sections. The Inventory form has detail and footer sections. The RMP Developers and Insurance Carriers forms consist only of a detail section. The Inventory, RMP Developers, and Insurance Carriers forms are illustrated in Exhibits 7-4, 7-5, and 7-6, respectively.

Pressing <F6> will cycle between sections. Pressing the right and left arrow keys will cycle through the buttons when the focus is in a header or footer section. Pressing <Enter> when a button has the focus is the same as clicking on the button.

6.2 Status Bar

The status bar is located at the bottom of the New Jersey RMP Data Entry Application window. The primary use of the status bar in the New Jersey RMP Data Entry Application is to provide quick help when the focus is on a text-box control. When a text box has the focus, a blinking I-beam is displayed in the control. Exhibit 7-2 illustrates the status bar text displayed when the focus is on the Federal Employer Identification Number text box. As the focus moves from text box to text box, the status bar text will change to provide specific help for entering data in the current text box.

The status bar text also provides information when the focus is on a menu item or a button. When the focus is on one of these objects, the status bar text normally indicates the functionality associated with the menu item or button.

6.3 Menu Bar

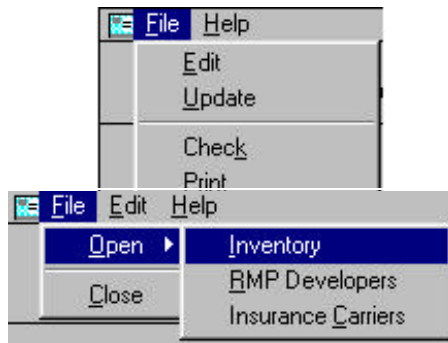
The New Jersey RMP Data Entry Application uses three menu bars. The RMP List form has a menu bar that provides an interface to the New Jersey RMP Data Entry Application's capabilities for editing, updating, checking, printing, and submitting New Jersey RMP data. The RMP form has a menu bar that provides an interface to most of the New Jersey RMP Data Entry Application's editing capabilities. The New Jersey RMP Data Entry Application generates two reports that share a common menu bar when either report is shown in preview mode. Note the use of the standard underlined windows accelerator keys.

6.3.1 RMP List Form Menu Bar

The File menu contains the following menu items, as shown in Exhibit 6-1:

- Edit.
- Uppdate.
- Check.
- Print.
- Submit.
- Exit Application.

Exhibit 6-1. RMP List



Form Menu Bar

The Edit, Uppdate, Check, Print, Submit, and Exit Application items correspond to the four buttons in the footer section of the RMP form. These functions will be described in detail in Section 7.1.2.

The Help menu for all menu bars will be described in Section 7.2.1.2.

6.3.2 RMP Form Menu Bar

The File menu contains the following menu items, as shown in Exhibit 6-2:

- Open.
- Close.

Exhibit 6-2. RMP Form Menu Bar

Open: This is a cascading menu that provides the same functionality as the Inventory, RMP Developers, and Insurance Carriers buttons in the header section of the form. Selecting one of these menu items or clicking on one of the buttons opens the selected form.

Close: Clicking or selecting this item closes the current form.

The Edit and Help menus will be described in Sections 7.2.1.1 and 7.2.1.2 respectively.

6.3.3 Reports Menu Bar

The Reports Menu Bar, shown in Exhibit 6-3, is activated when either of the reports generated by

the New Jersey RMP Data Entry Application are displayed in preview mode. The File menu provides the capability to Close the form, Print the form, or Exit the New Jersey RMP Data Entry Application. The Help menu for all menu bars will be described in Section 7.2.1.2.

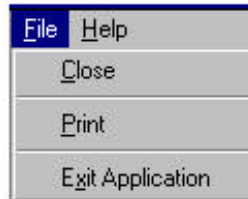


Exhibit 6-3. Reports Menu Bar

7.0 FORMS

This section describes the New Jersey RMP Data Entry Application's forms. Forms provide an interface between the New Jersey RMP Data Entry Application and users. Forms are often referred to as data entry forms because they provide the means for users to enter additional New Jersey RMP data. Section 7 also describes how to navigate among controls on a form.

7.1 RMP List Form

The RMP List Form, shown in Exhibit 7-1, is the main user interface for the New Jersey RMP Data Entry Application. This form is opened when the New Jersey RMP Data Entry Application is started, and most of the New Jersey RMP Data Entry Application features are available from this single form.

Exhibit 7-1. RMP List Form

7.1.1 RMP List Form Menu Bar

The use of the RMP List form's File menu was introduced in Section 6.3.1. The File menu items' behavior is the same as clicking a button in the form's Footer section and will be described in Section 7.1.2. The Edit and Help menus will be described in Sections 7.2.1.1 and 7.2.1.2 respectively.

7.1.2 RMP List Form Footer Section

7.1.2.1 Edit Button

Clicking on the edit button will open the RMP Form described in Section 7.2 for the currently selected RMP. Before opening the RMP Form the RMP is updated with current RMP*Submit data.

7.1.2.2 Uppdate Button

Clicking on the update button will execute the update function described in detail in Section 8.0. This function updates all RMPs with RMP*Submit data.

7.1.2.3 Check Button

Clicking on the check button will execute the validation function. Before executing the validation function the current RMP is updated with RMP*Submit data. This function reviews the additional New Jersey RMP data and displays a message box to notify the user if there are any errors. The message box allows users to display the Validation Errors report in preview mode (on the screen). The user may elect to print the report to the default printer or close the report from the preview mode.

7.1.2.4 Print Button

Clicking on the print button runs the RMP report. Before the report is opened the current RMP is updated with RMP*Submit data. A report of all additional New Jersey RMP data will be displayed in print preview mode. The user may elect to print the report to the default printer or close the report from the preview mode.

7.1.2.5 Submit Button

Clicking on the submit button will always save valid New Jersey RMP data to **c:\nj-rmp\uploads\nj-rmp.txt**. Before the submit function is executed the current RMP is updated with RMP*Submit data. The New Jersey RMP Data Entry Application provides the capability for the text file to also be saved to the diskette containing the RMP*Submit RMP files

as nj-rmp.txt. The New Jersey RMP Data Entry Application also provides the capability for the text file to be renamed and saved to any directory. The format for the text file is provided in Appendix A.

The validation function will be executed by the submit function prior to writing the data to a text file. If there are any errors, the message box described in Section 7.1.2.1 will be displayed and the submit function will be terminated. If there are no validation errors, a MS Windows Input box will be opened. This Input box will allow users to enter the letter for the floppy drive or cancel writing to the floppy. A common dialog box will be opened to rename the file and select a destination drive and directory to save (archive) the text file. The file will be saved as nj-rmp.txt in the upload subdirectory and the floppy to be submitted to the New Jersey Department of Environmental Protection as described in the previous paragraph.

7.1.2.6 Exit Application Button

Clicking the exit button will quit the New Jersey RMP Data Entry Application. A message box will be displayed first so that users may cancel the request to quit the New Jersey RMP Data Entry Application.

7.2 RMP Form

The RMP Form, shown in Exhibit 7-2, is the main user interface for data entry. This form is opened when a RMP is selected from the RMP List screen and the Edit button is clicked.

Exhibit 7-2. RMP Form

7.2.1 RMP Form Menu Bar

The use of the RMP form's File menu was introduced in Section 6.3.1. The Open menu item's behavior is the same as clicking a button in the form's header section and will be described in Section 7.2.2. This section will describe the use of the Edit and Help menus.

7.2.1.1 Edit Menu

This menu, shown in Exhibit 7-3, mimics the use of the Escape key and the <Ctrl+Z> shortcut key combination. Their behavior is the same as most MS Windows applications. Pressing <Ctrl+Z> will undo text being entered into a text box. Pressing <Esc> will undo text being entered into a text box. Both actions will restore the previous value in the text box.

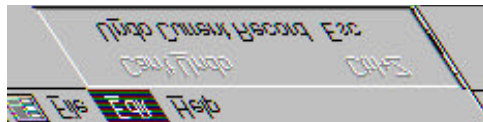


Exhibit 7-3. Edit Menu

When text has been entered into a text box and the focus has moved to the next text box the <Ctrl+Z> shortcut key combination will be unavailable (Exhibit 7-4). Pressing <Esc> will undo all edits made in the current edit session. What this means is that data will be restored to the way it was when the form was opened and all edits made in the form will be lost. It is important to understand the behavior of the Escape key. It is a convenient way to restore data in a field but you may inadvertently lose all of your edits if it has changed to the Undo Current Record mode. To see what mode the Escape key is in, use the Edit menu.

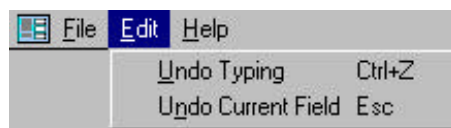


Exhibit 7-4. Menu Bar, Undo Current Record

The Edit menu also contains the standard Windows Cut, Copy, and Paste functions.

7.2.1.2 Help Menu

The Help | Contents menu item will bring up Contents help for the New Jersey RMP Data Entry Application. Contents help are high level topics that describe New Jersey RMP Data Entry Application features. The New Jersey RMP Data Entry Application also has context-sensitive help. Context-sensitive help relates to specific help for a form's controls (text box or button). Context-sensitive help is accessed by pressing <F1> when a control has the focus.

The Help | Technical Support menu item opens a dialog form that contains the New Jersey number to dial with questions about the New Jersey RMP Data Entry Application.

7.2.2 RMP Form Header Section

The header section is located at the top of the RMP form, Exhibit 7-2, and contains three buttons that respectively open the Inventory, RMP Developers, and Insurance Carriers forms. These forms are described in Sections 7.3 through 7.5.

7.2.3 RMP Form Detail Section

The detail section of the RMP form provides two text boxes that may be edited: Federal Employer Identification Number and Area Surrounding Facility Description. The Federal Employer Identification Number is optional and may be omitted. The description of the area surrounding the facility (up to 2,000 characters) must be entered.

To navigate between these two text boxes press the Tab key or click in a text box using the mouse. Hint: The arrow keys also behave like the Tab key.

Using the Enter key to navigate between form controls is discouraged because pressing <Enter> is the same as clicking on a control. If the focus is on a button, pressing <Enter> is the same as clicking the button. This is not what users might expect.

When the focus is moved to a text box containing data by pressing the Tab key, the value in the text box is highlighted. This will facilitate entering a new value into the text box. If users wish to edit the existing value, press <F2>. Pressing <F2> will remove the selection of the entire value and move the cursor to the end of the text. The left and right arrow keys may be used to move one character at a time. The Home and End keys will move to the beginning and end of the text box, respectively. The Backspace and Delete keys behave as in other MS Windows applications and are used for deleting one character at a time.

7.3 Inventory Form

The Inventory Form, Exhibit 7-5, is implemented as an MS Access dialog box. When a dialog box is open, there is no effect when the user clicks outside the box. The menu bar is also unavailable. Status Bar text for each control on the form is still displayed in the Status Bar which belongs to the New Jersey RMP Data Entry Application.

Process Identifier: 4 Process Description: Tetrault Process 1

ID	Chemical Name	Inventory Code	Use Code	CAS Number	Quantity
13	1-Butene	S	I	106-98-9	15,000
14	Chlorine monoxide [Chlorine oxide]	G	ERT	7791-21-1	15,000
15	Ammonium Hydroxide (aqueous, 28% by weight or more NH3)	G		1336-21-6	20,000

Close Form

Record: 1 of 2

Exhibit 7-5. Inventory Form

The two controls on this form that may accept data are the Inventory Code and Use Code combo boxes. The remaining data on the form is displayed in blue and is read-only. This read-only data was read into local tables when the data was loaded from the RMP database generated by RMP* Submit.

The combo boxes are designed so that a drop-down list will be automatically displayed if the control does not contain a value and the control is entered using the Tab key. The drop-down list will not be displayed when the form is first opened, the control having focus contains data, or the user clicks on the combo box. To display the drop-down list in these cases, click the down arrow button on the right side of the control or press the F4 function key. If users know the list values they may enter them directly into the control.

When the focus is on an inventory record for a flammable mixture, a button labeled “View Chemicals in Mixture (N)” is displayed. Clicking the button or pressing <Alt+V> will open a read only dialog box displaying the chemicals in the flammable mixture. The value in parentheses represents the number (N) of chemicals in the mixture.

7.3.1 Inventory Code

The Inventory Code combo box can only accept a single one character code. This code is restricted to values in the list. If you select one of the values and wish to immediately undo your choice, press <Esc>. Once a value has been selected and the focus is moved to another field, the Inventory Code may not be blanked. This is not a catastrophe because this is a required field and one or the other of these values must be selected before submitting the data.

Pressing <F1> while the focus is in this field will bring up context-sensitive help. The context-sensitive help will provide a brief explanation of the codes.

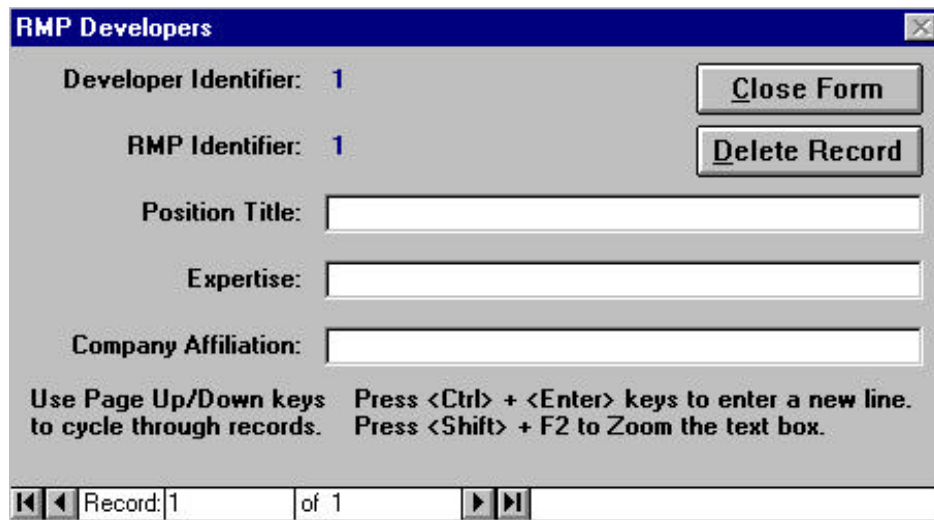
7.3.2 Use Code

The Use Code combo box can accept from one to seven characters. These values are restricted to values in the drop-down list. If users select one of the values and wish to undo their choice immediately, they may press <Esc>. Once a value has been selected and focus moved to another field, the Inventory Code may be blanked. To enter more than one code in this field, users should type the codes directly from the keyboard. If users enter an incorrect or duplicate code, a message box indicating the code will be displayed. When the message box is closed, focus will return to the field and the offending code will be selected (highlighted). The selected code may be removed by pressing <Delete>. The correct code may also be entered directly by typing over the highlighted character.

Pressing <F1> while the focus is in this field will bring up context-sensitive help. The context-sensitive help will provide a brief explanation of the codes.

7.4 RMP Developers Form

The RMP Developers Form, Exhibit 7-6, is a dialog box. It contains three text fields that may be edited in the normal manner. Because there may be several persons responsible for developing the RMP, more than one RMP Developers records may be created. Pressing the Tab key after data has been entered into the last field of the current record displayed on a form will bring up the next record. If users are on the last record, a new blank record will be displayed next. This blank record will not be saved. The New Jersey RMP Data Entry Application saves only records that contain data. Data is always saved automatically after new data has been entered and the form is closed or the focus is moved to a new record.



RMP Developers

Developer Identifier: 1

RMP Identifier: 1

Position Title:

Expertise:

Company Affiliation:

Close Form

Delete Record

Use Page Up/Down keys to cycle through records. Press <Ctrl> + <Enter> keys to enter a new line. Press <Shift> + F2 to Zoom the text box.

Record: 1 of 1

Exhibit 7-6. RMP Developers Form

At the bottom left of the form's window is a record navigation control. The control's text reads Record: N of M where N is the current record and M is the total number of records. Note: The record number is not related to the Developer Identifier. That is an internal number maintained by the New Jersey RMP Data Entry Application. Often, these numbers will not agree.

Clicking the inner buttons labeled with single arrows moves through the set of records one at a time. The left arrow button moves to the previous record. The right arrow button moves to the next record. When the user is at the last record, clicking the right arrow button opens a new blank record. The leftmost button labeled with a bar and left arrow moves to the first record.

The rightmost button labeled with a right arrow and a bar moves to the last record.

To go to a specific record, select (highlight) the current record number with the mouse, type the desired record number, and press <**Enter**>.

The close button closes the form and redisplay the RMP form. The Delete Record button permanently deletes the current record. Warning: A deleted record can not be recovered.

7.5 Insurance Carriers Form

The screenshot displays a graphical user interface for the 'Insurance Carriers' form. At the top, there are input fields for 'RMP Identifier' and 'Carrier Identifier', each followed by a small red exclamation mark icon. To the right of these fields are two buttons: 'Delete Record' and 'Close Form'. Below these is a title bar that reads 'Insurance Carriers'. The main area of the form contains several large, empty text boxes for data entry. On the right side, there are labels for 'Amount of Insurance' and 'Type of Insurance'. At the bottom, there is a label for 'Limits or Exclusions'. A small window is open in the bottom right corner, displaying instructions: 'to cycle through records: Use Page Up/Down keys' and 'Press <Shift> Press <Ctrl>'. In the bottom left corner, there are two hints: '+ F2 to Zoom the text box' and '+ <Enter> keys to enter a new line'.

The Insurance Carriers Form, Exhibit 7-7, is similar to the RMP Developers Form. More than one record may be created for one or more insurance carriers.

Exhibit 7-7. Insurance Carriers Form

The first and fourth fields on this form, “Carrier Name & Address” and “Limits or Exclusions” may contain up to 2,000 characters. A scrollbar will be displayed on the right side of these text boxes when they receive the focus. The scrollbar allows users to view all data in the field. Hint: Pressing <Shift+F2> when the focus is in any text box will bring up a Zoom box that makes viewing and editing data easier.

The first, second (“Type of Policy”), and fourth fields on this form may benefit from entering data on multiple lines. To enter data on multiple lines press <Ctrl+Enter> at the end of a line. This is similar to inserting a soft return in a document created with a word processor. The third field (“Amount of Policy”) uses an input mask, and the field will accept only the numbers 0-9. Type the amount of the policy from left to right. When the field loses focus, the numbers will be right-aligned with commas displayed.

The behavior of the record navigation control is described in Section 7.3.

8.0 UPDATE FUNCTION

It is expected that RMP data will change over time. At all times, the New Jersey RMP Data Entry Application provides functionality to ensure that the data it displays is consistent with the data which appears in RMP*Submit. This synchronization of data between RMP*Submit and the New Jersey RMP Data Entry Application occurs both automatically and manually.

8.1 Background

The EPA requires that a change to covered processes and process chemical data shall be reported by a resubmission of the entire RMP. New Jersey-specific RMPs that are resubmitted might have deleted processes or process chemicals, additional processes or process chemicals, changed chemical names, changed quantities reported for chemicals in a covered process, and/or new, changed or deleted components of a flammable mixture.

8.2 Automatic Update Function of All New Jersey RMPs

All NJ-specific data contained in RMPs in the New Jersey RMP Data Entry Application is automatically synchronized with data contained in the respective plan(s) in RMP*Submit on each occurrence of the following:

- Each time the New Jersey RMP Data Entry Application is opened.
- Each time the Update button on the RMP List form is clicked.
- Each time File, Update is selected from the menubar.

Thus, on occurrence of any of the preceding events the following occurs:

1. RMP

- a. Any RMP in RMP*Submit with a Facility State of “NJ” which does not yet exist in the local NJ-RMP database will automatically be added.

- b. Any RMP in the local NJ-RMP database which has been deleted from the RMP*Submit database will be deleted in entirety from the local NJ RMP database, i.e., none of the data associated with this Plan is preserved.
- c. Any changes to the Facility's Name or the RMP Description will be reflected in the local NJ-RMP database.

2. Processes Within a RMP

All processes in the RMP*Submit database are compared to the processes contained in the local NJ-RMP database; in addition to adding new processes and deleting processes no longer appearing in the RMP*Submit database, each Process Description is examined for changes.

3. Inventory For Each Process

All inventory within each process in the RMP*Submit database is compared to all inventory for the respective process in the local NJ-RMP database; in addition to adding new inventory and deleting inventory no longer appearing for the respective process in the RMP*Submit database, the following fields are examined for changes.

Chemical name.
CAS Number.
Quantity.

4. Flammable Mixture Components For Each Inventory Item

All flammable mixture components for each inventory item within each process in the RMP*Submit database are compared to the values contained in the respective flammable mixture component(s) in the local NJ-RMP database; in addition to adding new flammable mixture components and deleting flammable mixture components no longer appearing for the respective inventory item in the RMP*Submit database, the following fields are examined for changes:

Chemical name.
CAS Number.

8.3 Manual Update of An Individual New Jersey RMP

The user may manually synchronize NJ-specific data contained in an individual RMP in the New Jersey RMP Data Entry Application with corresponding data contained in the respective plan in RMP*Submit by.

- Double-clicking the Facility's name on the RMP List Form.
- Clicking the Edit, Check, Print, or Submit buttons in the detail section of the form.

For example, the user might have both the New Jersey RMP Data Entry Application and RMP*Submit application open simultaneously. Realizing that the Quantity shown for a particular Inventory item is incorrect, the user types the correct Quantity in the appropriate location in RMP*Submit. The obvious problem at this point is that RMP*Submit data is different from the data maintained in the New Jersey RMP Data Entry Application; rather than having to exit the New Jersey RMP Data Entry Application or click the Update button to update *all* Plans (see 8.2, above), the user may find it more convenient to click the Edit button and synchronize the data for this one specific RMP.

Thus, by double-clicking the Facility's name on the RMP List Form, or clicking the Edit, Check, Print, or Submit buttons in the detail section of the RMP List Form, the following occurs:

1. RMP

- a. The RMP in RMP*Submit is checked to make sure that the Facility State is still "NJ"; if not, the user will be informed of this and no further updating will take place.
- b. Any changes to the Facility's Name or the RMP Description will be reflected in the local NJ-RMP database.

2. Processes Within the RMP

All processes in the RMP*Submit database are compared to the processes for the selected RMP Plan contained in the local NJ-RMP database; in addition to adding new processes and deleting processes no longer appearing in the RMP*Submit database, each Process Description is examined for changes.

3. Inventory For Each Process

All inventory within each process in the RMP*Submit database is compared to all inventory for the respective process in the local NJ-RMP database; in addition to adding new inventory and deleting inventory no longer appearing for the respective process in the RMP*Submit database, the following fields are examined for changes.

Chemical name.
CAS Number.
Quantity.

4. Flammable Mixture Components For Each Inventory Item

All flammable mixture components for each inventory item within each process in the RMP*Submit database are compared to the values contained in the respective flammable mixture component(s) in the local NJ-RMP database; in addition to adding new flammable mixture components and deleting flammable mixture components no longer appearing for the respective inventory item in the RMP*Submit database, the following fields are examined for changes:

Chemical name.
CAS Number.

APPENDIX A

Interface Control Document (ICD) for additional New Jersey RMP Data Elements

Interface Control Document (ICD) for Additional New Jersey RMP Data Elements

Data Element Name	Length	Type	Format	Validation Rule	Description
Facility Record					
Record Identifier = FACILITY	8	Text		Must be 'FACILITY'	System-generated, unique identifier for the Facility record.
Facility Name	50	Text		Must not be null.	Facility name specific to the site. From RMP submitted to EPA.
Federal Employer Identification Number	10	Text			The Federal Employer Identification Number for your facility.
Area Surrounding Facility	2000	Text			Description of the area surrounding each facility, including location of other companies, residential areas, and major highways. Indicate proximity to schools, hospitals, nursing homes, and public water supplies, if located within a two-mile radius.
Process Record					
Record Identifier = PROCESS	7	Text		Must be 'PROCESS'	System-generated, unique identifier for the inventory record.
Process Identifier	4	Numeric			Number used to identify each process within the RMP submitted to EPA. Not related to same facility's processes in another RMP. From RMP submitted to EPA.
Process Description	25	Text			Optional text describing process. From RMP submitted to EPA.
Inventory Record					
Record Identifier = INVENTORY	9	Text		Must be 'INVENTORY'	System-generated, unique identifier for the inventory record.
Process Chemical ID	4	Numeric			System-generated foreign key to link entities to a chemical in a process. From RMP submitted to EPA.
Process Identifier	4	Numeric			System-generated foreign key to link entities to process. From RMP submitted to EPA.
Chemical Name	100	Text		Restrict to pick list of chemicals in RMP* Submit.	The name of the regulated chemical above the threshold quantity in a process at the source, from RMP submitted to EPA.

Data Element Name	Length	Type	Format	Validation Rule	Description
CAS Number	10	Text		Restrict to pick list of chemicals in RMP ⁸ Submit.	Chemical Abstract Service (CAS) registry number for the chemical, from RMP submitted to EPA.
Reportable Registration Quantity (lbs)	12	Numeric		Must be between 1 and one trillion minus 1.	The quantity of the regulated chemical in the process in pounds, from RMP submitted to EPA. Value should be the greater of either maximum quantity contained in the process at any time, or maximum quantity generated in one hour by the process.
Inventory Code	1	Text		Must be one of the following upper case codes: S or G.	Enter "S" if the inventory quantity stated at 1.7 item 3 is the maximum quantity in pounds contained in the process at any time or "G" if it is the maximum quantity in pounds generated in one hour by the process.
Use Code	7	Text		Must be one or more of the following: E,I,B,W,R,T,O User may enter from 1 to all codes.	Describes how the chemical is used in the process: E = End product I = Intermediate Product B = By-product W = Waste Product R = Raw Material T = Treatment Chemical O = Other
RMP Developer Record					
Record Identifier = RMPDEV	6	Text		Must be 'RMPDEV'	System generated, unique identifier for the RMP Developer record.
Position Title	255	Text			The title of the person(s) involved with the development of each element of the Risk Management Program.
Expertise	255	Text			The expertise of the person(s) involved with the development of each element of the Risk Management Program.

Data Element Name	Length	Type	Format	Validation Rule	Description
Company Affiliation	255	Text			The company affiliation of the person(s) involved with the development of each element of the Risk Management Program.
Insurance Carriers Record					
Record Identifier = INSURANCE	9	Text		Must be 'INSURANCE'	Unique identifier for the Insurance record.
Carrier Name and Address	255	Text			The name and mailing address of the carrier of the insurance policy underwriting the facility's environmental liability and worker's compensation insurance policies.
Type of Policy	255	Text			The type of policy underwriting the facility's environmental liability and worker's compensation insurance policies.
Amount of Insurance	12	Numeric		Between 0 and one trillion minus 1.	The amount of the insurance policy underwriting the facility's environmental liability and worker's compensation insurance policies.
Limitations or Exclusions	2000	Text			The limitations or exclusions of the policy underwriting the facility's environmental liability and worker's compensation insurance policies.

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